
Ground Rules for the Planning Commission Virtual Public Hearing

on the

Planning Commission's Draft of the Comprehensive Plan, Volume II: Planning Areas

Out of fairness to all, and in order to give everyone an opportunity to provide testimony, these rules are established for the public hearing on Volume II of the Planning Commission's Public Hearing Draft of the Comprehensive Plan, which, due to the COVID-19 public health emergency restrictions on social gatherings, will take place virtually by videoconference through the Cisco Webex platform. These rules are in addition to the standard Planning Commission Rules of Procedure, available online at www.rockvillemd.gov/112/Planning-Commission, under the Resources heading.

The virtual public hearing will be held on the following two dates, starting at 7:00 p.m. or soon thereafter. Visit the City of Rockville [Agenda Center](#) to view meeting agendas, posted one week prior to each meeting date.

- Wednesday, September 9, 2020
- Wednesday, September 23, 2020

Participating in the Virtual Public Hearing

If you wish to participate in the virtual public hearing by providing your testimony directly to the Planning Commission, **pre-registration is strongly encouraged.**

To pre-register for each virtual public hearing, email the following information to Clark Larson at clarson@rockvillemd.gov, no later than 9:00 a.m. on the day before each hearing date:

- Name
- Address
- Preferred Email and/or Phone Number for contact purposes
- The Hearing Date you plan to attend, and
- Your expected method of joining the meeting (web browser, Webex app, or phone call)

Those who have pre-registered will receive a confirmation email on the day before their chosen hearing date with details on how to participate, tips on video-conferencing, as well as two Webex invitations: 1) An optional Webex Orientation / Question & Answer Session, and 2) an invitation to the virtual Planning Commission Hearing.

Note: If you do not pre-register for the virtual public hearing by the deadline above, you will need to email the Planning Commission liaison, Jim Wasilak, at jwasilak@rockvillemd.gov to request an invitation to the Webex video conference. Every attempt will be made to accommodate the request after the pre-registration deadline, however, this does not ensure

that any technical difficulties can be addressed prior to the public hearing or that you will receive a Webex invitation in a timely manner, especially while the public hearing is underway.

Public Hearing Ground Rules

- For everyone to have a chance to participate, every person or organization is limited to **ONE speaking opportunity**, even if the public hearing extends to other evenings. However, you may supplement your oral testimony by sending the Planning Commission written comments at any time while the public record is open.
- During the hearing, the Chair will sequentially recognize each person on the testimony list in the order in which they signed up to speak. When called upon, you will be unmuted and asked to begin your oral testimony for the designated amount of time (see below for time limits). If you are participating via computer or mobile device, it is your choice whether to turn on your video camera or provide audio-only testimony.
- If your name is called and you are not online or on the phone, the next speaker will be called. After all speakers have been called, missed speakers will be called on before the close of the public hearing for that night. If you were not able to speak due to technical difficulties, the City's IT staff will work with you while the next person is speaking to resolve the difficulties. If the difficulties cannot be resolved, you may need to provide your testimony in writing via email, though you may try again at the end of the meeting, or at the next meeting.
- You are afforded **THREE minutes** to speak if you are a private individual or a representative of a private business. You may not cede your time to someone else, nor may someone else cede their time to you.
- You are afforded **FIVE minutes** to speak if you are a representative speaking on behalf of an organization, including but not limited to a: civic association, homeowners association, chamber of commerce, board, commission, PTSA, or governmental entity. During that time more than one representative of your organization may speak, but the total time will not be allowed to exceed FIVE minutes. Speaking as a representative of an organization does not preclude you from subsequently speaking as a private individual, though you must speak as a private individual at a separate time.
- When speaking at the public hearing, please speak clearly and to the point. Off-topic, personally attacking, profane, inflammatory, or slanderous testimony will be interrupted by the Chair and ruled out-of-order. If you wish to voice support or agreement with a previous comment, for the sake of time, please state your concurrence without reiterating the previous statement in its entirety.
- Extensions of speaker time will not be given (i.e. visual and audio warning will be provided with 30 seconds remaining; speaker's microphone will be muted at exactly 3:00 minutes and host will proceed to connect with the next speaker on the list).

The Chair of the Planning Commission maintains discretion to make limited exceptions to these rules in order to maintain fairness and to address unexpected circumstances.

Viewing the Virtual Meeting (if not participating)

If you are not participating in the public hearing or would like to view it at a later date, it can be viewed live on Comcast, Verizon, and RCN channel 11 and on the Municipal Broadcast Network (MBN), channel 997 on Comcast. To stream the hearing live online, select Live Video Streaming on the city's Rockville 11 webpage at www.rockvillemd.gov/rockville11. To watch a recording of the hearing at a later date, visit www.rockvillemd.gov/videoondemand and select the Planning Commission videos for September 9 and 23.

About Written Testimony

Written testimony may be submitted to the Planning Commission in lieu of, and in addition to, speaking online during the virtual public hearings. However, due to the challenges of hosting virtual public hearings, and the expected higher-than-normal volume of written testimony, the Planning Commission encourages brief and to-the-point written testimony, ideally on specific aspects of the draft Plan. Nevertheless, written testimony of any length will be accepted into the public record and made available to the Planning Commission, and you may submit written testimony on as many different topics as you feel is necessary, either in one submission or in multiple submissions by topic, until the Planning Commission has decided to close the public record (to be determined by the Planning Commission, generally one-to-two weeks after the last public hearing date). Your additional written testimony may cover any other topics you feel are applicable to the Draft Plan, as well as expand upon your oral comments, or oral comments made by others.

Written testimony may be provided in the following ways:

- By email to planning.commission@rockvillemd.gov. *Please indicate that you are submitting testimony on the Draft Comprehensive Plan in the subject line.*
- By online comment form at www.rockvillemd.gov/Rockville2040
- By mail to: City of Rockville Planning Commission, c/o Larissa Klevan, 111 Maryland Avenue, Rockville, Maryland 20850

For questions, contact Clark Larson at clarson@rockvillemd.gov or (240) 314-8225.

To view the draft Comprehensive Plan, project background, and other details, visit the [Rockville 2040 project webpage](#).